

Funding Request Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Funding Organization]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request financial support for our eco-friendly project, [Project Name], aimed at [briefly describe the purpose of the project]. Our initiative seeks to [explain how the project will benefit the environment/community].

With your support, we will be able to [outline specific objectives and what funding will be used for]. We are targeting a funding amount of [specific amount] to cover [list key expenses].

We believe that this project aligns with your organization's mission to [reference the funding organization's goals or philanthropic interests]. We would be grateful for the opportunity to discuss this proposal further and explore potential collaboration.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]